

**BY ORDER OF THE COMMANDER  
56TH FIGHTER WING (AETC)**

**LUKE AIR FORCE BASE INSTRUCTION 36-803**

**16 OCTOBER 2013**



**Personnel**

**ENVIRONMENTAL DIFFERENTIAL PAY  
(EDP)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 56 FSS/FSMC

Certified by: 56 FSS/CC  
(Lt Col Todd P. Ladd)

Supersedes: LUKEAFBI 36-801, 27 May  
2010

Pages: 4

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This instruction implements Air Force Policy Directive (AFPD) 36-8, *Employee Benefits and Entitlements and Work/Life Programs*. This instruction establishes the procedures for administering the Environmental Differential Pay (EDP) plan for Federal Wage System (FWS) employees whose work involves exposure to situations reflected in the Operating Manual for Federal Wage System, Subchapter 8-7, and Appendix J thereto. This instruction applies to U.S. Air Force Reserve Units and members assigned or attached to Luke Air Force Base. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

**SUMMARY OF CHANGES**

Changes include renaming product number to LUKEAFBI 36-803, updates the formatting to conform to AFI 33-360, *Publications and Forms Management* guidelines. Updates records management statement and adds Attachment 1, Glossary of References and Supporting Information.

**1. The EDP Committee.** The Civilian Personnel Officer (CPO) or designated representative; Chief, Ground Safety (56 FW/SEG); and the Flight Commander, Bioenvironmental Engineering

(56 AMDS/SGPB) serve as the EDP Committee members. The CPO, or designated representative, is the committee chairperson.

## 2. Responsibilities.

### 2.1. Supervisors:

2.1.1. Military and civilian supervisors have the responsibility to eliminate work hazards, physical hardships, and poor working conditions wherever possible. When local efforts fail to alleviate the undesirable circumstances, supervisors formally identify such work situations by preparing an AF Form 683, **Request for Approval of Environmental Differential Pay**. The justification should be complete and accurate and must be accompanied by a list of covered employees by name, position title, and the name and phone numbers of supervisors authorized to certify their time and attendance forms. Send the package to the Civilian Personnel Office (56 FSS/FSMC) for consideration. Supervisors are encouraged to contact 56 FSS/FSMC before formalizing the request to avoid unnecessary procedural delay.

2.1.2. If the request is approved, supervisors will certify on the time and attendance forms the periods of exposure of the employees authorized to receive EDP, in accordance with DoD 7000.14-R, Vol 8, *Civilian Pay Policy and Procedures*.

2.1.3. Notify employees of approval or disapproval of requests for EDP.

2.1.4. Notify 56 FSS/FSMC, in writing, when conditions justifying EDP have been alleviated and recommend discontinuance of EDP.

2.1.5. Minimize the hours worked in the approved EDP situations, consistent with mission requirements.

2.1.6. Carefully consider Union views and ideas in efforts to alleviate those hazardous working conditions.

### 2.2. 56 FSS/FSMC will:

2.2.1. Take prompt action on AF Forms 683 received from supervisors and assist them with procedural requirements.

2.2.2. Provide copies of AF Form 683 to committee members and local union.

2.2.3. Exercise final approval or disapproval authority, based on the results of the technical review. The Civilian Personnel Officer or designated representative may exercise signatory approval or disapproval authority. Provide committee members, the recommending supervisor, and Civilian Pay liaison (56 CPTS/FMFC), with a copy of the AF Form 683, indicating the decision on the recommendation. Inform the of such decisions and rationale by letter.

2.2.4. Maintain files of AF Forms 683 and copies of approval or disapproval justifications from the committee members, local union, and supervisors.

2.2.5. Ensure that each approved work situation is reviewed annually to determine propriety of continuing EDP.

### 2.3. The 56 FW/SEG and the 56 AMDS/SGPB will:

2.3.1. Upon request of 56 FSS/FSMC, perform technical review of work situations described on AF Forms 683. Make recommendations to approve or disapprove payment and provide rationale, in writing, in support of the recommendation; forward same to 56 FSS/FSMC.

2.3.2. Maintain file copy of AF Form 683 received from 56 FSS/FSMC along with the rationale used in making the recommendation.

2.3.3. Assist 56 FSS/FSMC in making reviews, upon request.

2.3.4. Assist supervisors in their efforts to alleviate conditions requiring EDP.

### **3. Union Participation.**

3.1. The local exclusively recognized employee organization may actively participate, at its option, in the technical review of work situations being studied for EDP. This includes new situations and previously approved situations subject to special or scheduled review. The 's observations and recommendations will be given full consideration in the approval or disapproval determinations made.

3.2. The Union will be afforded the opportunity to present information, with recommendations, to the EDP Committee concerning individual work situations prior to the Committee's final decisions, as will supervisors of employees whose work situations are being considered for EDP.

MICHAEL D. ROTHSTEIN  
Brigadier General, USAF  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 36-8, *Employee Benefits and Entitlements and Work/Life Programs*, 10 February 2009

AFMAN 33-363, *Management of Records*, 1 March 2008

DoD 7000.14-R, Vol 8, *Civilian Pay Policy and Procedures*, December 2010

***Adopted Form(s)***

AF Form 683, *Request for Approval of Environmental Differential Pay*

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AFI**—Air Force Instruction

**AFB**—Air Force Base

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**AFRIMS**—Air Force Records Information Management System

**ANG**—Air National Guard

**CPO**—Civilian Personnel Officer

**DoD**—Department of Defense

**EDP**—Environmental Differential Pay

**FSS**—Force Support Squadron

**FW**—Fighter Wing

**FWS**—Federal Wage System

**OPR**—Office of Primary Responsibility